



DENNIS C. MILANOVICH  
First Selectman

# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

TEL 870-3100 FAX 870-3102

[www.ellington-ct.gov](http://www.ellington-ct.gov)

DENNIS W. FRAWLEY  
Deputy First Selectman

PETER J. CHARTER  
MARK D. LEIGHTON  
A. LEO MILLER, JR.  
MICHAEL P. STUPINSKI  
NANCY O. WAY

## BOARD OF SELECTMEN

June 20, 2005

Town Hall - Meeting Hall

**SELECTMEN PRESENT:** Peter Charter, Dennis Frawley, Mark Leighton, Dennis Milanovich, A. Leo Miller, Michael Stupinski and Nancy Way

**OTHERS PRESENT:** Public Works Director: P. Michaud; Finance Officer: N. DiCorleto; Building Official: P. Williams; Fire Marshal: A. Lawrence; CLFD: C. Pippin, D. Wright; Resident: D. Hurley; Hartford Courant Reporter: R. Labossiere

Prior to calling the meeting to order, Mr. Milanovich recognized the following commission members for 10 years of service to the Town of Ellington and presented each with a proclamation:

### **Yale Cantor**

Hockanum Valley Community Council Board of Directors

### **Peter J. Charter**

Board of Selectmen

### **Robert K. Pagani**

Board of Finance

### **Michael P. Stupinski**

Board of Selectmen

### **Nancy O. Way**

Board of Selectmen

Mr. Milanovich also recognized the following commission members for 20 years of service to the Town of Ellington and presented each with a miniature Town clock:

### **Margaret C. Bean**

Housing Authority

### **Edward A. Duell**

Water Pollution Control Authority

### **John P. Golon**

North Central District Health Department Board of Directors

### **John W. Turner**

E911 Municipal Coordinator

I. CALL TO ORDER:

First Selectman Dennis Milanovich called the meeting of the Board of Selectmen (BOS) to order at 7:53 p.m.

II. CITIZENS' FORUM: None.

III. APPROVAL OF MINUTES:

A. May 10, 2005 Annual Town Budget Meeting

MOVED (WAY), SECONDED (LEIGHTON) AND PASSED [STUPINSKI ABSTAINED] TO APPROVE THE MINUTES OF THE MAY 10, 2005 ANNUAL TOWN BUDGET MEETING.

B. May 16, 2005 Board of Selectmen Regular Meeting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MAY 16, 2005 REGULAR BOARD OF SELECTMEN MEETING.

C. May 25, 2005 Subsequent Annual Town Budget Meeting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MAY 25, 2005 SUBSEQUENT ANNUAL TOWN BUDGET MEETING.

D. June 8, 2005 Subsequent Annual Town Budget Meeting:

MOVED (WAY), SECONDED (FRAWLEY) AND PASSED [MILLER ABSTAINED] TO APPROVE THE MINUTES OF THE JUNE 8, 2005 SUBSEQUENT ANNUAL TOWN BUDGET MEETING.

IV. UNFINISHED BUSINESS:

A. Donation of State property – Northerly Side of Rte. 140

This item was tabled pending receipt of a recommendation from the Planning & Zoning Commission.

MOVED (FRAWLEY), SECONDED (STUPINSKI) AND PASSED UNANIMOUSLY TO ADD TO NEW BUSINESS, ITEM "N", *PARKS & RECREATION SUMMER STAFF RECOMMENDATION*.

V. NEW BUSINESS:

A. Tax Refunds/Abatements:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO APPROVE THE TAX REFUND IN THE AMOUNT OF \$4,887.82 AND TAX ABATEMENT IN THE AMOUNT OF \$852.78, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ABATEMENTS STATEMENT. **(ATTACHED)**

B. Resident State Police Contract Renewal – 7/1/05 through 6/30/07:

MOVED (FRAWLEY), SECONDED (WAY) AND PASSED UNANIMOUSLY TO ADOPT THE FOLLOWING RESOLUTION:

RESOLVED: THAT DENNIS C. MILANOVICH, THE FIRST SELECTMAN, BE AND HEREWITH AUTHORIZED TO EXECUTE A CONTRACT ON BEHALF OF THE TOWN OF ELLINGTON WITH THE CONNECTICUT DEPARTMENT OF PUBLIC SAFETY, DIVISION OF STATE POLICE, FOR THE SERVICES OF FIVE (5) RESIDENT STATE TROOPERS FOR THE PERIOD OF JULY 1, 2005 TO JUNE 30, 2007.

C. Set Town Meeting to Accept Small Cities Grant for Housing Rehabilitation:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO SET A SPECIAL TOWN MEETING FOR WEDNESDAY, JUNE 22, 2005 IMMEDIATELY FOLLOWING THE SUBSEQUENT ANNUAL TOWN BUDGET MEETING SCHEDULED FOR 8:00 P.M. AT THE ELLINGTON HIGH SCHOOL TO CONSIDER THE ACCEPTANCE AND EXPENDITURE OF A \$500,000 SMALL CITIES GRANT FROM THE STATE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT TO CONTINUE THE HOUSING REHABILITATION PROGRAM.

D. Budget Execution – July and August:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE FINANCE OFFICER TO EXPEND BOARDS', AGENCIES' AND DEPARTMENTS' BUDGETS FOR FISCAL YEAR 2005-2006 FOR THE MONTHS OF JULY 2005 AND AUGUST 2005, PENDING BUDGET EXECUTION APPROVAL BY THE BOARD OF SELECTMEN.

E. Visiting Nurse and Health Services of CT Agreement

This item was tabled pending approval of the 2005-2006 budget.

F. Accept Deed in Lieu of Taxes – Rothman:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE TOWN ATTORNEY TO ACCEPT, ON BEHALF OF THE TOWN, A DEED FROM MICHAEL AND GINGER ROTHMAN FOR PROPERTY LOCATED AT MOUNTAIN STREET (ASSESSOR'S MAP & LOT # 021-027-0000) IN LIEU OF OUTSTANDING REAL ESTATE TAXES IN THE AMOUNT OF \$38,047.36 WHICH INCLUDES DELINQUENT INTEREST AND TO ABATE THE REAL ESTATE TAXES ON THE GRAND LIST OF OCTOBER, 2004, AS RECOMMENDED BY TAX COLLECTOR AND TOWN ATTORNEY.

G. Re-establish Ad Hoc Design Review Board:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED [WAY ABSTAINED] TO RE-ESTABLISH THE AD HOC DESIGN REVIEW BOARD FOR ANOTHER YEAR TO JUNE 30, 2006.

#### H. BOE – Request to Hire Architect to Estimate Cost for Various Projects:

Mr. Milanovich suggested that the BOS pare down the list of projects before sending it to an architect for pricing. Mr. Leighton stated that it would be helpful to know the cost estimates of each project to determine which ones can wait. Mr. Stupinski agreed. Mr. Miller stated that the BOE has prioritized the projects. This item was tabled pending approval of the 2005-2006 budget.

#### I. Intersection at Pinney Street & Windermere Avenue

Mr. Milanovich stated that 10 accidents have occurred at the intersection of Pinney Street & Windermere Avenue in the last 12 months. The State Traffic Commission has granted approval for a traffic light with the condition that it is installed after the Windermere Bridge is completed at the end of 2006. Mr. Milanovich met with some residents in this area and presented them with a design for a round-about as an alternative engineering solution to the problem. He reviewed the advantages which include reduction in number of accidents and injuries, efficient traffic flow, reduction in pollution. Mr. Milanovich did not have any cost estimates at this time. The Inland Wetlands Agency is considering the application tonight.

Mr. Hurley, 13 Standish Road, stated that the solution to this intersection is important to all residents not just those who live in Gasek Farms. He stated that at the meeting with Mr. Milanovich several residents requested that stop signs be erected on Pinney Street now, making the intersection a 4-stop, as an interim solution. Mr. Milanovich stated that he has contacted the DOT with this suggestion and they appear to be supportive of the idea. Mr. Milanovich and the Town Engineer are preparing a letter to the DOT formally requesting the stop signs.

#### J. Annual Salary Ranges – Exempt Employees:

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO INCREASE THE SALARY CLASSIFICATION RANGES BY 3.25% **(ATTACHED)**.

#### K. Proposed Policy Statement for Hiring of Fire Watch for Public Assemblies

Mr. Lawrence reviewed his memo and Policy Statement for hiring of a Fire Watch for Public Assemblies. He explained the need to put together a training program to ensure Fire Safety Code compliance. Mr. Pippin stated that other towns have implemented similar programs and supports the idea.

MOVED (STUPINSKI), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO ACCEPT THE RECOMMENDATIONS OF THE FIRE MARSHAL TO ESTABLISH A FIRE WATCH FOR PUBLIC ASSEMBLIES POLICY STATEMENT **(ATTACHED)**.

#### L. Updated Resolution – Small Cities Program

Action on this item was taken at the March 14, 2005 BOS Meeting.

M. SJM Properties Correspondence dated 6/9/05

Joe Matczak, 142 Parker Road, Somers and partner in SJM Properties, LLC, referenced letters he sent to the BOS along with a letter from his brother, Stanley Matczak. He expressed concern that issues regarding his building permit were brought to the newspapers. He noted that when allegations were first made, Stanley gathered all the information and presented it to Mr. Charter for review. Mr. Stupinski took exceptions to several comments made in the letters regarding his character and involvement. Mr. Leighton expressed concern that private businesses are put under a microscope and that such treatment may have a chilling effect on businesses moving or expanding in town. Mr. Charter stated that he never accused SJM of any impropriety. He felt it was his duty to the taxpayers to look into questions raised. Mr. Leighton asked who sent the questions. Mr. Charter stated that a letter was sent to him anonymously.

Mr. Matczak stated that SJM did nothing illegal or improper and that the BOS should have resolved any allegations before going to the press. He suggested the BOS set up a procedure to handle such situations in the future in an appropriate and dignified manner. Mr. Stupinski suggested that issues be brought to the First Selectman. The First Selectman should initiate a fact-finding inquiry to determine if the claim is valid. If so, an investigation should be conducted.

N. Parks & Recreation Summer Staff Recommendations:

MOVED (FRAWLEY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO APPROVE THE HIRING OF SUMMER DAY CAMP STAFF AND SUMMER WATERFRONT STAFF, AS RECOMMENDED BY THE PARKS AND RECREATION COMMISSION AND AS INDICATED IN THE MEMO SUBMITTED BY PARKS AND RECREATION DIRECTOR DATED JUNE 15, 2005. **(ATTACHED)**

Mr. Milanovich recessed the meeting at 9:45 p.m.; back in session at 9:53 p.m.

VI. ADMINISTRATIVE REPORTS:  
E. Public Works Director

Mr. Michaud reported that the Connecticut Water Company will be removing the diseased red pine trees along the Town right-of-way on the improved section of Shenipsit Lake Road. He noted that this section of the road is closed annually from December-March. He requested permission to close the road in early November this year for the tree removal project.

MOVED (LEIGHTON), SECONDED (CHARTER) AND PASSED UNANIMOUSLY TO AUTHORIZE THE CLOSURE OF THE UNIMPROVED SECTION OF SHENIPSIT LAKE ROAD ONE MONTH EARLY EFFECTIVE NOVEMBER 2005 FOR THE REMOVAL OF TREES BY THE CONNECTICUT WATER COMPANY.

Mr. Michaud stated that the septic system at 34 White Road has failed and the property owners have requested permission to cross Town property which abuts their property to access the sewer line. Mr. Michaud explained that this will provide a lateral line for the town property which is located on the corner of Sandy Beach Road and White Road (Old Crystal Lake School House). The property owner will be responsible for all costs. If the BOS approves this request, Mr. Michaud will ask the Town Attorney to draw up an agreement and maintenance easement.

MOVED (FRAWLEY), SECONDED (LEIGHTON) AND PASSED UNANIMOUSLY TO ALLOW THE SEWER LATERAL TO BE INSTALLED ON TOWN PROPERTY LOCATED ON THE CORNER OF SANDY BEACH ROAD AND WHITE ROAD (APN 129-052-000) TO ALLOW THE PROPERTY OWNERS AT 34 WHITE ROAD (APN 129-051-0000) TO ACCESS THE SEWER LINE, IN ACCORDANCE WITH THE DRAWING SUBMITTED BY THE PUBLIC WORKS DIRECTOR (**ATTACHED**).

Mr. Michaud reported that his office received 543 responses to the automated trash collection survey; 520 opposed 23 in favor.

#### VII. SELECTMEN COMMITTEE REPORTS:

##### A. Personnel Committee: 1. Resignations:

MOVED (FRAWLEY), SECONDED (STUPINSKI) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ACCEPT THE RESIGNATION OF MARGARET WEEKES, REGISTRAR OF VOTERS.

##### 2. Recommended Appointments

MOVED (MILLER), SECONDED (STUPINSKI) AND PASSED [WAY ABSTAINED] TO REAPPOINT MICHELE BEAULIEU, ROBERT DAWSON, ANTHONY GALLICCHIO AND NANCY WAY TO THE AD HOC DESIGN REVIEW BOARD TO JUNE 30, 2006.

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT EDWARD JESKI TO THE HOUSING AUTHORITY TO JUNE 30, 2010.

MOVED (FRAWLEY), SECONDED (MILLER) AND PASSED UNANIMOUSLY TO REAPPOINT JENIFER EUKERS TO THE VISITING NURSE & HEALTH SERVICE OF CT BOARD OF DIRECTORS TO JUNE 30, 2006.

##### B. Personnel Policies Committee (PPC):

Mr. Stupinski asked that action on the revised Personnel Rules and Regulations be postponed to the July meeting as he needs more time to study the revised recommendations.

#### VIII. SELECTMEN LIAISON REPORTS:

Mr. Frawley reported that the Permanent Building Committee (PBC) recently elected Peter Welti as Chairman and Gary Magnuson as Vice Chairman.



Mr. Frawley asked if the wells at the High School will be reviewed by the PBC. Mr. Milanovich stated that the Town is waiting for DEP approval of the well design. Once that is obtained, the project will be given to the PBC.

IX. FIRST SELECTMAN REPORTS:

Mr. Stupinski questioned the authority of the First Selectman to remove the Town Planner. He cited Sections 901, 902 and 703 of the Town Charter which authorizes removal of an Administrative Officer by the BOS.

Mr. Milanovich pointed out that Section 703 specifically states that removal is subject to rules and regulations as adopted by the BOS. Under the current rules, Section 8/Dismissal, the First Selectman has the authority to dismiss a permanent employee. He added that if the removal was brought to the BOS first, it may have denied the employee his right to the appeal process. This method protects the BOS and provides impartiality if an appeal is forthcoming. Mr. Milanovich stated that his course of action was a collective recommendation by the Town Attorney, Labor Attorney and CIRMA's attorney.

Mr. Charter stated that he will submit his recommendations in writing regarding the ambulance fee for discussion at the July 18, 2005 meeting.

Mr. Miller suggested that the BOS consider appointing a Charter Revision Commission. Mr. Milanovich stated that the BOS can discuss this at the July 18, 2005 meeting.

X. CORRESPONDENCE: None.

XI. ADJOURNMENT:

MOVED (LEIGHTON), SECONDED (FRAWLEY) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 10:18 P.M.

Submitted by Marie Sauve Approved by Dennis C. Milanovich  
Marie Sauve Dennis Milanovich

					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	JUNE, 2005				
DOLLAR AMOUNT	PERSON/CORPORATION	MV/PERS.PROP REAL ESTATE	YEAR	TAX/ASSESSOR REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$44.31	BOUDREAU, DANIEL	MOTOR VEHICLE	02	ASSESSOR	VEHICLE SOLD
\$309.67	CAMRAC INC	MOTOR VEHICLE	03	TAX OFFICE	DUPLICATE PYMT
\$212.88	CRANDALL, PAMELA S	MOTOR VEHICLE	03	TAX OFFICE	DUPLICATE PYMT
\$23.31	MACVARISH, JOSEPH W	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$186.20	NATIONSBANC AUTO LSG INC	MOTOR VEHICLE	02	ASSESSOR	VEHICLE SOLD
\$324.55	POIRIER, FRANK E or DORIS	MOTOR VEHICLE	03	TAX OFFICE	DUPLICATE PYMT
\$2,949.22	STEELE, MYRA M	REAL ESTATE	03	TAX OFFICE	DUPLICATE PYMT
\$76.13	STEIN, IRIS T	MOTOR VEHICLE	03	ASSESSOR	MOVED FROM CT
\$92.12	SUBARU AUTO LEASING LTD	MOTOR VEHICLE	03	ASSESSOR	VEHICLE SOLD
\$660.54	VW CREDIT LEASING LTD	MOTOR VEHICLE	03	TAX OFFICE	DUPLICATE PYMT
\$8.89	WATSON, DAVID S	MOTOR VEHICLE	03	TAX OFFICE	OVERPAYMENT
\$4,887.82	JUNE REFUND TOTAL				
	ABATEMENTS				
\$852.78	MARTIN, MATTHEW W	MOTOR VEHICLE	99, 00	TAX OFFICE	HARDSHIP (abate interest) regular pymts required
\$852.78	JUNE ABATEMENT TOTAL				
\$5,740.60	JUNE, 2005 REFUND AND ABATEMENT TOTAL				
refjun05					



Town of Ellington

EXEMPT SALARY RANGES

Fiscal Year 2005-06  
Effective July 1, 2005

<u>Position Level</u>	<u>Annual Salary Ranges</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
E-8	\$72,996	\$89,586	\$106,176
E-7	\$64,149	\$79,633	\$95,117
E-6	\$57,512	\$70,785	\$84,058
E-5	\$50,876	\$62,490	\$74,104
E-4	\$44,241	\$55,301	\$66,361
E-3	\$39,816	\$48,665	\$57,514
E-2	\$35,392	\$44,241	\$53,090

Salary ranges based on 37- ½ hours workweek

**BOS ADOPTED: 01/13/03**  
**BOS REVISED: 06/16/03 (+4%)**  
**BOS REVISED: 06/21/04 (+3%)**  
**BOS REVISED: 06/22/05 (+3.25%)**

Emp/Exempt Salary Ranges 2005-06

<p align="center"><b>TOWN OF ELLINGTON, CONNECTICUT</b>  <b>DEPARTMENT OF TOWN FIRE MARSHAL</b></p> <p align="center"><b>POLICY STATEMENT</b></p>	Code:	Number: <b>23</b>
	Date Issued:	Date Effective:
	Hiring of Fire Watch	
Authority: Allan L. Lawrence, Town Fire Marshal	Reference: CFSC-Sec. 7-6.1.8 & Sec. 7-7.6 NFPA 1 (2003)	

**AUTHORITY:** The Connecticut Fire Safety Code at Sec. 7-6.1.8 and Sec. 7-7.6 requires that when a required fire alarm system or required automatic sprinkler system is out of commission for more than four hours in any twenty-four hour period the fire marshal shall be notified and the building shall be evacuated or an approved fire watch shall be provided for all parties left unprotected by the shut-down until such system is returned to service.

**PURPOSE:** Ellington currently has several occupancies that are protected by *required* fire alarm systems and / or *required* sprinkler systems, as follows:

Occupancy:	Type:	Occupancy Load: Persons
Ellington High School Gymnasium	Public Ass'y.	1,490
Ellington High School Cafeteria	Public Ass'y.	902
Ellington High School Auditorium	Public Ass'y.	600 plus 216 on stage
Center School Gymnasium	Public Ass'y.	512
Center School Cafeteria	Public Ass'y.	381
Longview Middle School Gymnasium	Public Ass'y.	1,167
Longview Middle School Cafeteria	Public Ass'y.	502
Windermere School Gymnasium	Public Ass'y.	893
Windermere School Cafeteria	Public Ass'y.	475
Crystal Lake School Gymnasium	Public Ass'y.	624
Crystal Lake School Cafeteria	Public Ass'y.	251
Ciappino's Restaurant	Public Ass'y.	340
Ellington Ridge Country Club	Public Ass'y.	
Ellington Senior Center	Public Ass'y.	
Aprille's Dance Prints	Public Ass'y.	
Holiday Pizza	Public Ass'y.	
Town Hall	Public Ass'y.	
Town Hall Annex	Public Ass'y.	
Hall Memorial Library	Public Ass'y.	
Masonic Temple	Public Ass'y.	
Church of Jesus Christ Latter Day Sts.	Public Ass'y.	
Wesleyan Church	Public Ass'y.	
Apostolic Christian Church	Public Ass'y.	
Congregational Church	Public Ass'y.	
First Lutheran Church	Public Ass'y.	
St. Luke's Church	Public Ass'y.	
Sufficient Grace Church	Public Ass'y.	
Ellington Shopping Plaza	Mercantile	

Any occupancy protected by a non-required system (voluntarily installed) is not required by Code to post a fire watch in the event of system failure.

This Policy Statement shall:

- set out guidelines for the establishment of an approved list of persons qualified to serve as part of a fire watch system;
- set out qualifications for persons wishing to serve as fire watch;

- establish a training program for those wishing to serve as fire watch;
- establish a procedure for the hiring of a fire watch;
- establish fire watch procedures; and
- establish a procedure for payment of and billing for a fire watch.

**SCOPE:** This Policy Statement is directed to local and area volunteer fire depts.. Ellington Vol. Ambulance Corp and sworn personnel in the Ellington Fire Marshal's Office.

**POLICY:** *Establishment of an Approved List:* The fire marshal's office shall establish a list of personnel approved to perform fire watch duties as set out herein. The list shall be updated as necessary and only those persons meeting minimum qualifications shall be selected for placement upon that list.

*Fire Watch Qualifications:* Any person selected for placement upon the approved list shall be a sworn member of the fire marshal's office or one of the volunteer fire departments or ambulance corps serving the local area but shall not be an officer within any volunteer fire department. They shall have successfully completed a training program as presented by the fire marshal's office and shall successfully complete any re-training deemed necessary by the fire marshal's office. They shall be approved by the fire marshal's office for such duty and shall maintain such approval. Names may be withdrawn from the approved list by the individual at any time or removed by the fire marshal at his sole discretion.

*Fire Watch Training Program:* The fire marshal's office shall recruit persons from the volunteer emergency services in the area and shall present a training program from time to time so as to maintain a list of approved personnel capable of serving fire watch duties. The training shall include but not be limited to fire safety code requirements and shall require that each person shall present proof of familiarity subject to the approval of the fire marshal's office of certain occupancies in town such as schools and night clubs. Each person shall be certified in the use of portable fire extinguishers.

*Hiring Procedures:* A list of approved personnel shall be maintained and such personnel shall be offered assignments by the fire marshal's office which may be on a rotation basis such as availability of both assignments and personnel shall permit except that sworn personnel in the fire marshal's office may be given first consideration on an assignment-by-assignment basis. Watchmen assigned to Public Assembly establishments licensed by the State Liquor Commission with an occupant load of 300 or more shall work in teams and a supervisor shall be appointed by the fire marshal's office.

*Fire Watch Procedures; Duties and Responsibilities:*

NFPA 1 (2003) states at Sec. 3.3.90 that a fire watch is the assignment of a person or persons to an area for the express purposes of:

- notifying the fire department, the building occupants, or both, of an emergency;
- preventing any fire from occurring;
- extinguishing small fires; and
- protecting the public from fire or life safety dangers.

Additional duties shall include but not be limited to:

- maintaining clear exits;
- maintaining periodic contact with management;
- achieving a total and complete familiarization with the building and contents;
- establishing a procedure specific to the facility and its current problems that will serve to notify both the building occupants and the fire department of an emergency situation;
- familiarization with the building's fire alarm pull stations, telephones and portable fire extinguishers;
- enforcement of "No Smoking" regulations;
- filing of complete written reports as required by the fire marshal's office.

Personnel on fire watch shall routinely patrol all areas of the building or facility left

unprotected by the current system failure. Ideally, each area shall be patrolled at not greater than twenty (20) minutes of interval. Occasional short personal breaks shall be permitted. Those serving from the membership of the volunteer fire departments or ambulance corps shall wear the uniform of their respective organization or other identifiable clothing suitable to and approved by the fire marshal's office. They shall at all times appear neat and clean.

Members of the respective organizations not actually assigned to a fire watch shall not visit members working unless authorized by the fire marshal's office. Watchmen shall be relieved by a specific procedure wherein the relieving person reports to the on-duty person and the person reporting for duty is informed of the happenings on the shift being terminated. No watchman shall terminate his shift without face-to-face contact with his relief. The respective fire watch service shall be terminated only by the fire marshal's office or by prior arrangement through the fire marshal's office.

*Payment of and Billing for Fire Watch:*

The fire watchman shall submit a timesheet to the fire marshal on forms provided. Rates of pay shall be established and maintained on a payment schedule. Following approval, the timesheet shall be submitted to the finance office for payment from the fire marshal's budget part-time line item. The fire marshal shall bill the facility necessitating the fire watch for payment according to the billing schedule, which shall be greater than the payment schedule.

*Payment Schedule:* Persons hired to serve between the hours of 0700 and 1800 shall be paid at the rate of \$18.00 per hour with a minimum of three (3) hours. Persons hired to serve between the hours of 1800 and 2400 shall be paid at the rate of \$23.00 per hour and persons hired to serve between the hours of 2400 and 0700 shall be paid at the rate of \$28.00 per hour. Any hours of service on a holiday shall be compensated at the standard rate plus an additional fifty (50) percent per hour.

*Billing Schedule:* Management shall be billed for each person working and shall be charged one hundred and twenty-five (125) percent of the final hourly rate tabulations. Said bill shall be payable to the Town of Ellington within thirty (30) days. At the end of the fiscal year the part-time line item shall be replenished by transfer in an amount equal to that expended for fire watch service with the balance considered administrative compensation to the town.

These schedules shall be adjusted appropriately by the fire marshal as necessary.

**PROCEDURE:**

The fire marshal's office shall determine the need for a fire watch. Watchmen shall be hired on an as-needed basis and shall work a schedule prepared by the fire marshal's office. The fire marshal's office shall clearly describe the work assignments; watchmen shall complete any required reports prior to submitting timesheets for payment. They shall perform duties and shall be compensated in a manner consistent with this policy. Watchmen shall not abandon their post and shall not leave without being either relieved or dismissed unless the fire watch is terminated by prior arrangement.

History:	In the past the hiring of fire watches has been left to the individual occupancy managers with less than satisfactory results. The fire code sets out very specific language that must be considered. This PS is an attempt to respond to the Code requirements.
----------	--

Distribution:
---------------

BOS APPROVED: 6/20/05



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET • P.O. BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

Date: June 15, 2005

To: Board of Selectmen

From: Parks and Recreation Commission

Subj: Summer/2005 Staff recommendations

---

The parks and recreation commission held a special meeting June 14, 2005 to review the following items:

- Summer Day Camp staff recommendations.
- Waterfront/Sandy Beach staff recommendations.

Motion: Made by commissioner Tom Boscarino and seconded by commissioner Gordon Oliver to approve the 2005 summer day camp staff as submitted By the recreation director and recreation supervisor/coordinator.

Vote: 5-0 in favor of the motion.

Motion: Made by commissioner Mike Pantuosco and seconded by commissioner Tom Boscarino to approve the 2005 waterfront/Sandy beach staff as submitted by the recreation director and recreation supervisor/Coordinator.

Vote: 5-0 in favor of the motion.

Submitted by:

Bob Tedford

Director of Recreation

RT/rt

6-15-05

**DATE: Monday, June 13, 2005**

**TO: PARKS AND RECREATION COMMISSION/ BOARD OF SELECTMEN**

**FROM: Bob Tedford, RECREATION DIRECTOR**

**Mary M. Bartley, RECREATION SUPERVISOR WATERFRONT DIRECTOR**

**SUBJ: 2005 Recreation Department Summer Day Camp Staff recommendations**

<u><b>Applicant</b></u>	<u><b>Weeks</b></u>	<u><b>Wage</b></u>
1. Alex Calpa, Director	7 Weeks	\$12.00
2. Kristin Wasielewski, Assistant Director	7 Weeks	\$9.50
3. Shaelyn Dolen, Head Counselor	7 Weeks	\$8.50
4. Jessica Butafuocco, Counselor	7 Weeks	\$8.00
5. Kevin Monti, AM Counselor	7 Weeks	\$8.75
6. Danielle Sullivan, Counselor	As Needed	\$9.00
7. Brady Giroux, Counselor	As Needed	\$7.50
8. Trevor Giroux, Counselor	As Needed	\$7.50
9. Nicole Squadrito, Counselor	As Needed	\$7.50
**Final assignments, hours to be actually worked, will be determined by the registration/enrollment totals, including half and full day camper registration. Work hours are predicated on experience, availability and an on-call system.		



**DATE: June 8, 2005**

**TO: PARKS AND RECREATION COMMISSION/BOARD OF SELECTMEN**

**FROM: Bob Tedford, RECREATION DIRECTOR**

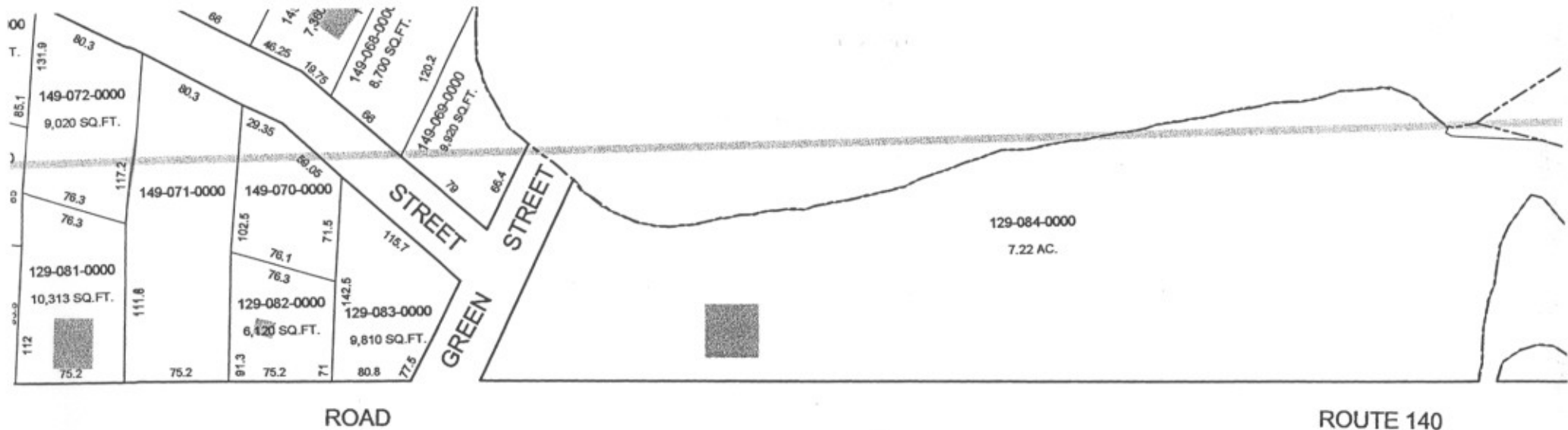
**Mary M. Bartley, RECREATION SUPERVISOR WATERFRONT DIRECTOR**

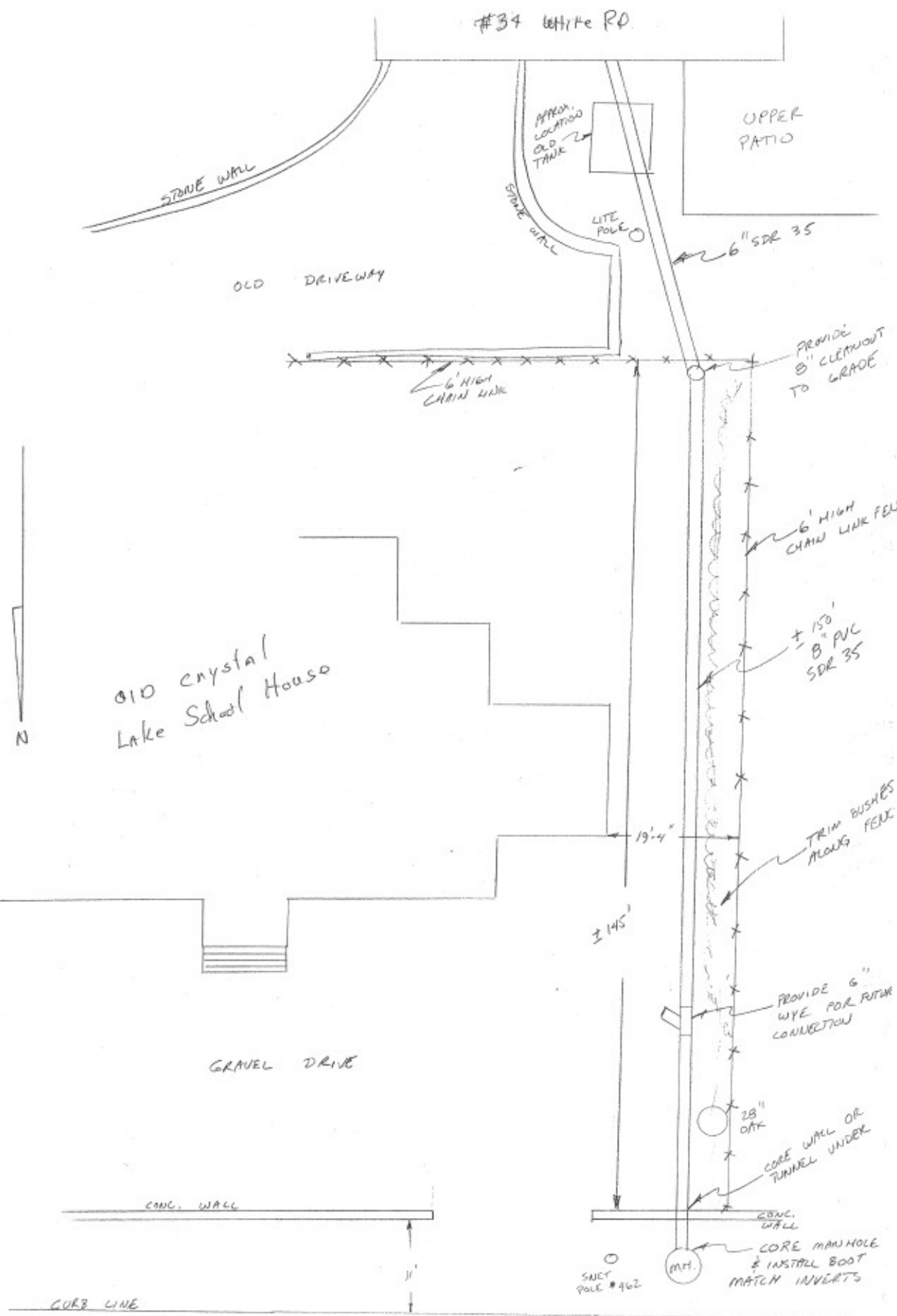
**SUBJ: 2005 Recreation Department Waterfront/Gate Attendant Employee Recommendations**

<b><u>Applicant</u></b>	<b><u>Wage</u></b>
1. Amanda Hall (LGT/WSI) 871-7337 hm 604-9769 cell (7 <sup>th</sup> year) Waterfront Director	\$10.75
2. Vanessa Close (LGT/WSI) (8 <sup>th</sup> year) Assistant Head guard 872-7948 hm 966-9954cell	\$9.75
3. Benjamin Seidel (WSI/LGT) (2 <sup>nd</sup> year) 875-4088 hm 810-4179 cell	\$9.50
4. Elise Voss (WSI/LGT) (2 <sup>nd</sup> year) 875-2905 hm 906-8853 cell	\$9.25
5. Kevin Monti (LGT) ( 4 <sup>th</sup> year) 875-2818 hm 965-9094cell	\$8.75
6. Christina Anselmo (LGT) (5 <sup>th</sup> year) 871-6178 hm 550-5302cell	\$8.75
7. Samantha Blanchard (LGT) (2 <sup>nd</sup> year) 870-5370 hm 550-2046cell	\$8.25
8. Jena Savage (LGT) (2 <sup>nd</sup> year) 896-0339hm 789-2272cell	\$8.25
9. Jessica Luginbuhl (LGT) (1 <sup>st</sup> year) 871-0460 hm 604-0460 cell	\$8.00
10. Felicia Kellner (LGT/WSI) 803-1682cell	\$9.25
11. Anna Meyer (LGT/WSI)) 871-6119 (hm) 982-5639(cell)/(10 <sup>th</sup> year) Part-Time Supervisor/Swim Instructor	\$11.00
12. Peter Korchari (WSI/LGT) Part-Time Supervisor/Swim Instructor	\$12.00
Part-time (11th year) 872-2321 (hm ) 508-6892 cell	
<i>Gate Attendant Substitute</i>	<i>\$7.00</i>

\*The Recreation Department anticipates the feasibility of hiring other part-time lifeguards/water safety instructors on an as needed basis due to staff emergencies, vacations and weather changes. Existing lifeguards maybe asked to serve as gate attendants during daily operations.

**NOTE: All Staff Scheduling of hours is based on the Individual Employees hours of availability.**





RT. 140

DAVID E. STAVENS  
Owner

Cell: (860) 508-6533 P.O. Box 331  
 Fax/Office: (860) 872-2330 Ellington, CT 06029  
 BARBERUTL@aol.com